

JOB SEARCH WORKSHOP

THE **GILCHRIST CENTER** IS OFFERING A TRAINING PROGRAM FOR NON-NATIVE ENGLISH SPEAKERS WHO ARE LOOKING FOR EMPLOYMENT.

- ⇒ Explore the job market and identify future opportunities
- ⇒ Prepare a resume and cover letter
- ⇒ Search for jobs traditionally and on the internet
- ⇒ Complete an application on paper and online
- ⇒ Practice interview skills
- ⇒ Learn how to succeed in the American workplace
- ⇒ Gain skills for job retention



CLASS INFORMATION

Date: Wednesdays
10/12 – 12/14/2016
(No Class on 11/23/16)
Time: 1:30 - 3:30pm
(9 Sessions)
Fee: \$25

TO BE SELECTED YOU MUST:

- ✓ Have high Intermediate/Advanced level of English
- ✓ Be familiar with Microsoft Word
- ✓ Be familiar with Internet/email
- ✓ Have access to a computer

HOW TO APPLY:

Send an email to Judith Johnson at judithheron@gmail.com.

You will then receive an email with detailed information. Early application is strongly recommended. Space is limited!

For more information call **240 777-4940**



MONTGOMERY COUNTY
Charles W. Gilchrist
Center for Cultural Diversity

Wheaton: 2424 Reddie Drive Suite 220, Wheaton, 20902 · Tel: (240)777-4940

Updated: 8/1/2016